

HOW TO USE

CORONA

FLOATING SHIFT MODELS

A complete description of
the various labor saving
features of Corona with
instructions as to their
proper use

Printed and Published by

L C Smith & Corona Typewriters Inc
701 E Washington St Syracuse N Y

Warranty

This is to certify that we, the L C Smith & Corona Typewriters Inc, warrant each new typewriter manufactured by us to be free from defects in material and workmanship. We agree to make good at our factory any part or parts, from any model, which shall prove defective within one year, with the exception of Corona Standard, Junior or Zephyr, in which case the warranty period is six months for the Standard and three months on the Junior, Zephyr, Zephyr De Luxe and Comet after date of delivery. No representative has the authority to make any other warranty in our name.

Serial No.....Date.....

Sold by

Address

L C SMITH & CORONA TYPEWRITERS INC

The serial number, stamped on the inner surface of the machine frame—just beneath the Coverplate, positively identifies each individual machine. (For Coverplate in raised position, see Fig. 10.)

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FOREWORD

The purpose of this booklet is to give all users of our portables clear and definite directions for the use and care of their machines.

The information contained herein covers our Floating Shift Models and directions apply to all these Models unless otherwise specified.

REMOVING MACHINE FROM THE CARRYING CASE

If desired, after opening the Case, remove the Case Lid by pushing and holding the right and left hand Hinge Latch (See Fig. 1) toward the Lid while the Lid section of the Hinges are unhooked from the Base.

To take machine out of Case Base, press down on the Case Base Latch Lever (See Fig. 1), to release the front of the machine. Lift upward on the front of the machine as shown in Fig. 1, pull the machine forward to free it from the Rear Case Cleat and lift it out.

All new machines, when packed for shipment, are protected by wooden blocks positioned opposite the center inner surface of the carrying case base. (See "Carrying Case Shipping Block", Fig. 1.) After taking the machine out of the Case Base remove the Shipping Blocks by pulling each one toward the center of the Case Base with your fingers. To pry the blocks loose with a tool might damage the case lining.



GETTING THE MACHINE READY TO USE

Release the Carriage Centering Lever (See Fig. 2) by pushing the Carriage to the right. Slight force may be necessary if the Carriage Raceway Shipping Rods have not yet been removed (See next paragraph).

REMOVAL OF SHIPPING EQUIPMENT

The Shipping Equipment has probably already been removed. However, the machine will not operate until this equipment is removed. If necessary, remove the Shipping Equipment by following the instructions on the tag found attached to the "Shipping Wire." The shipping wire is copper colored and extends across the typebar shifting unit in front of the carriage.

INSERTING AND ADJUSTING THE PAPER

These machines, with the exception of Corona Standard, are equipped with a Paper Guide and Paper Table Extension Arms. Set the Paper Guide (Fig. 3, Page 7) so that "O" is opposite the indicator arrow on the Paper Table (See Fig. 3). This will guide the left edge of the paper opposite "O" on the Front Scale, Fig. 3. Obtain the same uniform margin by always placing the edge of the paper against the Guide. Pull up the Paper Table Extension Arms, as shown in Fig. 3, so that the paper will be prevented from rattling against the machine or on the desk and also as an aid in referring back to

written work. Slide the Paper Fingers, Fig. 2, toward the center so that the edges of the paper to be used will come under them. If your machine is equipped with a Paper Bail (See Figs. 2 or 3) slide the Bail Rollers to the same position as you would the Paper Fingers and pull the Bail forward to raised rest position. There are two raised positions for the Paper Bail. As the Bail is raised from the Platen it positively locks or catches in the first or normal rest position. This is the usual position for insertions of paper and in this first rest location it is possible, if desired, to type on the extreme upper edge of the paper. To raise the Bail all the way from the first rest position simply pull it a second time. It is necessary to release your hand pressure on the Bail when it has been raised to the first position before it can be raised to the second or way forward position and since it is under spring tension in this second position, it must be held forward by hand. This second position of the Bail is particularly convenient for erasing printed copy. In the case of Corona Silent (See Fig. 3) for the best results, the Bail Rollers must be equalized; i. e., both end rollers the same or an equal distance from the right or left edges of the paper and the middle roll opposite the center. Place the paper down *behind* the Platen Roller and in *front* of the Paper Table, as far as it will go (See Fig. 2). Push the sheet gently down into the machine while you turn either Platen Knob, Fig. 2, in the direction away from you, until the top edge of the paper comes up in front of the Platen Roller. Now lower the Bail back down onto the paper.

If the paper needs straightening, pull forward on the Paper Release Lever, Fig. 2, until it catches, adjust the paper, and push the Paper Release Lever back to its normal position. By pulling the Paper Release Lever forward you will find it easier to insert a large number of carbon copies into the machine.

VARIABLE LINE SPACER

If the writing must be on ruled lines, use the Variable Line Spacer (Left Hand Platen Knob), see Fig. 2. Pull out on this Knob until it snaps. Then, using either one of the Platen Knobs, turn the paper until the ruled line is exactly even with the graduated edge of the Line Indicator (See Fig. 2). Now push the left Platen Knob in again. Don't forget to do this, as the Line Space Lever does not space up the paper when the Knob is pulled out.

CARRIAGE RELEASE

To move the Carriage to either right or left without linespacing, writing, back-spacing or blank spacing (using the space bar), pull either left or right hand Carriage Release Lever (See Fig. 2) forward while controlling the Carriage with the thumb of the same hand. Merely release the Carriage Release Lever to locate (stop) the Carriage on the desired location.

MARGINAL RELEASES

Marginal Stops and Marginal Releases are so closely related that when mentioning one the other must also be mentioned (See "Marginal Stops").

When the Carriage reaches the end of the line of writing (that is, when it comes to the right Marginal Stop, Fig. 2), depressing the Marginal Release Key, Fig. 2, releases the Carriage to finish writing that line. (To complete a syllable or short word.)

If you have set the Marginal Stop for a wide left margin and should then wish to move the Carriage past the Stop in order to write in the left margin, depress and *hold* the Marginal Release Key (See Fig. 2) while you push the Carriage to the right. To back-space one space past the left Margin Stop, depress and hold down the Marginal Release Key with one finger while depressing the Back-Space Key (Fig. 2) with another finger. After this first back-spacing, further back-spacing can be done without holding down the Marginal Release Key.

MARGINAL STOPS

Marginal Stops make it possible to maintain a uniform left margin and end the lines at practically the same length.

To set the Stop for the left margin, move the Carriage (as explained under the

heading of "Carriage Release") to the point where you wish the line of writing to begin. Let us suppose that this is at "20."

Find "20" on the scale, move the Carriage so that "20" is exactly opposite the Type Guide "Pointer" (See Fig. 2).

Tilt the Paper Table forward, see Fig. 2, press down on the Button of the left hand Marginal Stop, Fig. 2, and slide this Stop to the right as far as possible. The Marginal Stops slide on a steel rod graduated with markings and numerals which correspond with those on the Front Scale, Fig. 2. You will find that when you move the carriage to the right it will always stop at "20" (or wherever you set the left Marginal Stop). After you have become accustomed to the machine, you will find the Marginal Stops may be accurately set for desired margins by swinging the Paper Table forward and sliding the Stops on the Rod so that the "Arrow" on the Stop points to the graduation on the rod which corresponds to the selected margin location on the front Scale.

Fix upon the distance from the right edge of the paper where you want the right margin; move the Carriage to that point and move the right Marginal Stop, Fig. 2, toward the center as far as it will go, the same as you did with the left Stop. If you have set the right hand Stop, let us say at "70", the last space you can write will be at "69", as the line locks firmly at "70" unless you press the Margin Release Key.

The bell will ring approximately eight spaces before the end of the line, thus indicating that the end of the line has nearly been reached. Individual machines may vary, but the bell on your machine will always ring the same number of spaces before the end of the line.

WRITING POINT

The Writing Point is the space directly behind the center of the Type Guide, Fig. 2. Determine the Writing Point by the space indicated thru the rectangular opening in the Guide opposite the "Pointer", Fig. 2.

LINESPACING

To begin another line, press against the Finger Piece of the Linespace Carriage Return Lever, Fig. 2, giving it a smart push to the right. This not only returns the Carriage but also spaces the paper for the new line. If preferred, space for lines, without moving the carriage by turning the Platen Roller, Fig. 2, by means of one of the Platen Knobs. Turn platen either by means of the Linespace Carriage Return Lever or the Platen Knob, until ratchet clicks once for each space desired.

Make lines either one or two spaces apart by moving the Line Space Adjuster, Fig. 2, backward or forward. When it is in the forward position, the lines will be two spaces apart. Machines may be had with "Economy" Linespacer as special equipment which provides three adjustments representing 1, 1½ and 2 lines.

(See the paragraph referring to the Variable Line Spacer.)

CAPITAL SHIFT KEYS

The machine in its normal position writes only the small or "Lower Case" letters. To write capital letters or characters, the Shift Levers, Fig. 2, must be used, holding either one of them down while striking the key for the desired letter.

If you want to write all capitals, press down on the Shift Lock Key at the left (See Fig. 2). The Shift Lock Key is released automatically by pressing down on the Shift Levers.

BACK SPACER

If for any reason you want to move the carriage back (to the right) just a few spaces, press down on the Back Space Key, Fig. 2, once for each space that you want the carriage to go back. Refer to the section herein, entitled, "Writing Point", for the method of locating desired positions or spaces for correction.

SPACE BAR

Each time you depress the Space Bar, Fig. 2, the Carriage moves one space to the left, without printing. Be sure to take one stroke on the Space Bar between each word.

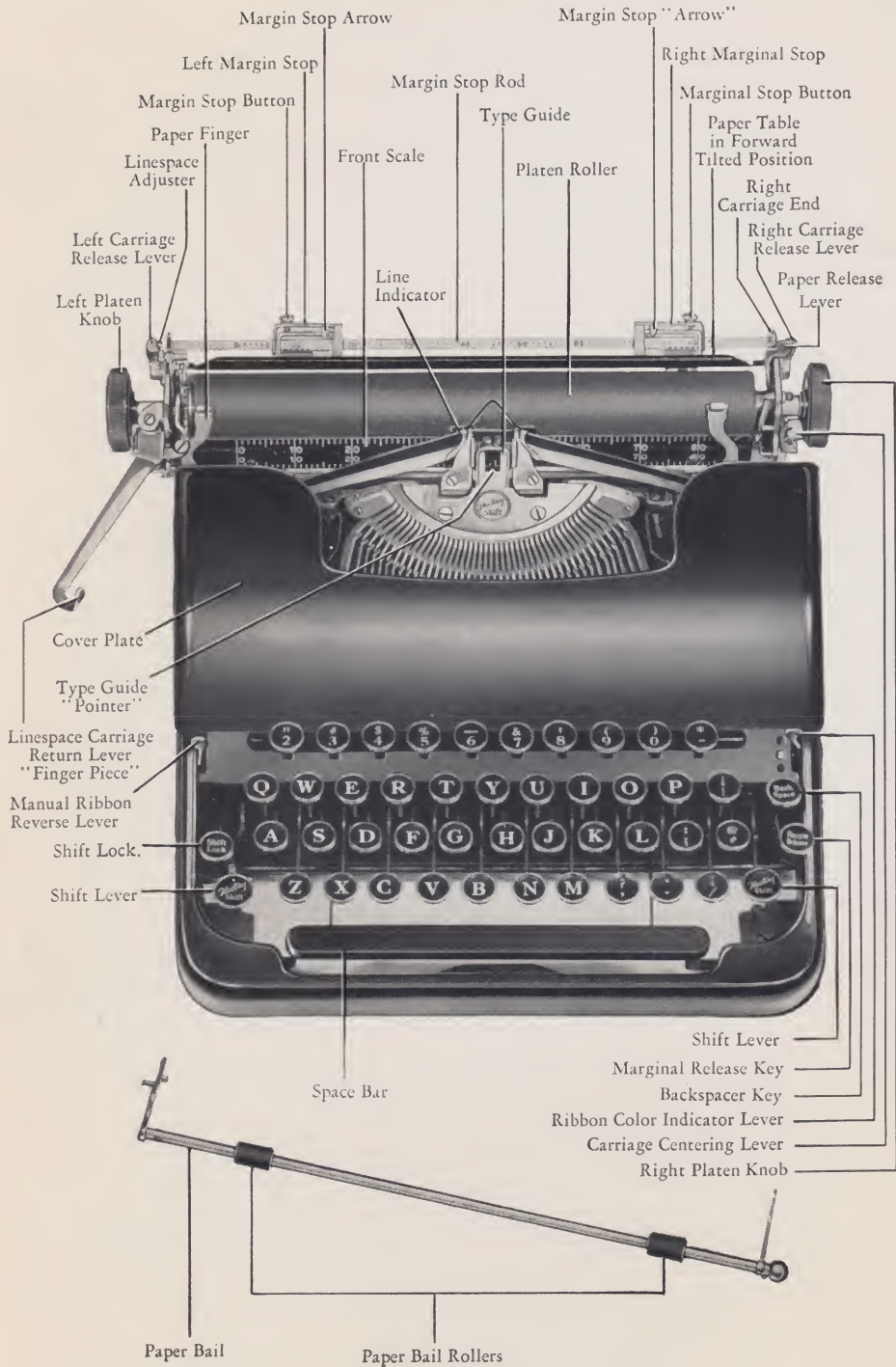


Fig. 2

RIBBON DIAL, COLOR INDICATOR LEVER AND STENCIL DEVICE

This device controls the printing position of the ribbon with reference to color. Setting the Color Indicator Lever (See Fig. 2) in the upper dial notch (black), each key stroke will print on the upper half of the ribbon. With the Lever set in the lower notch (red), the type will strike on the bottom half of the ribbon.

When you want to cut a stencil, set the lever in the middle notch (white). When in this position, the type does not strike the ribbon. Be sure to set the Color Indicator Lever back to its usual position after cutting the stencil, or you will wonder why the machine does not print when used again.

Be sure to clean the type thoroughly before cutting a stencil. Use a good cleaning solution and a brush. When brushing or wiping the type do so with a motion toward the front and back of the machine and not sideways, as a stroke to the left and right may be detrimental to good alignment. Pick hardened dirt and ink from such letters as e, g, s, o, etc., with a common pin.

On Corona Silent better stencils can be obtained if the regular "Silent" Platen is replaced with a harder platen roll. For platen replacement, refer to Interchangeable Platen, on Page 7.

TABULATOR

If your machine is not equipped with the Tabulating mechanism, simply disregard this reference.

Depressing and holding the "Tab." key, located at the left side of the keyboard, causes the Carriage to move to the left. This movement of the Carriage when the tabulator key is depressed will be arrested at the various locations for which you have set the stops, on the tabulator rack. The Tabulator Rack is the square slotted rod extending the length of the Carriage in back and is located about an inch below the Margin Stop Rod. (Margin Stop Rod is shown in Fig. 2.)

To set Tabulator Stops for ordinary correspondence on the usual business letterhead and assuming that you have already set the left Margin Stop at "10", for a 10 space margin, the first Tabulator Stop should probably be set at "15", for paragraphs indented 5 spaces. Note, by the numbers of the front scale, just where you need to set Tabulator Stops for the date space, company name and for the signature. These positions may come at "30", "45" and "56" on the scale. Locate slot number "15" on the Tabulator Rack. Raise the Tabulator Stop nearest the 15 slot high enough to allow sliding the Stop on the Rack so that it can be pushed down into the "15" slot if chosen. If the Stops have been entirely removed from the Tabulator Rack, simply push a stop down into the "15" slot from the top surface of the Rack. In a similar manner place another stop in the "30" slot, a third in the "45" and the fourth in the "56", providing that these are the numbers you have chosen for your work. When placing the stops in the slots of the Tabulator Rack, be sure to turn them so that they slant away from the machine and to push them way down on the Rack.

"TOUCH" SELECTOR

In "Touch" Selector, our engineers have provided a simple means of altering "Touch" Tension to suit individual styles of typing. This is as easy for the operator to manipulate as it is to change from single to double linespacing or from black to red on the ribbon.

MOVE THE CARRIAGE TO THE EXTREME LEFT and raise the Coverplate as shown in Fig. 10, Page 11.

The Touch Selector Lever and Touch Selector Dial are located directly beneath the Coverplate at the left. (See Fig. 10 on Page 11.)

The Touch Selector Dial is graduated into 7 locations for the Touch Selector Lever and the "touch" tension on Keylevers is increased, as the lever is moved from

1 to 7 or from the extreme forward position to extreme rear position on the Dial. Simply push the Lever backward from 1 to 2, 3, 4, 5, 6 or 7, whichever seems to be the best for your particular typing technique.

The No. 2 position is so-called "Factory Standard." The best "Touch" for you can soon be determined by typing with the Selector Lever in various experimental positions.

After setting the Selector Lever, close the Coverplate and be sure that it is snapped way down in latched position where it won't rattle or be marred by the Linespace Carriage Return Lever.

HAND-CONTROL OF RIBBON TRAVEL

To always provide a fresh printing surface for the type to strike on, the ribbon travels back and forth from one spool to the other automatically without attention. It may be desired to control the travel of the ribbon by hand, as when changing the ribbon, etc., which may be done by pressing forward the Manual Reverse Lever (See Fig. 2). The Manual Reverse Lever is under spring tension and when it is pulled forward to change the direction of the ribbon feed, it will spring back up to normal position.

INTERCHANGEABLE PLATEN

Interchanging of Platens, in Corona Silent, is a simple operating feature.

Raise the Paper Bail way up to the extreme forward location. Hold up the left hand Platen Latch (See Fig. 3, below) with the thumb of the left hand while with the fingers of the same hand the left or variable Platen Knob is pulled out of the machine.

Push the right hand Platen Latch (See Fig. 3) way back with your thumb against the "Thumb Pad" of the Latch and your first finger against the rear edge of the right

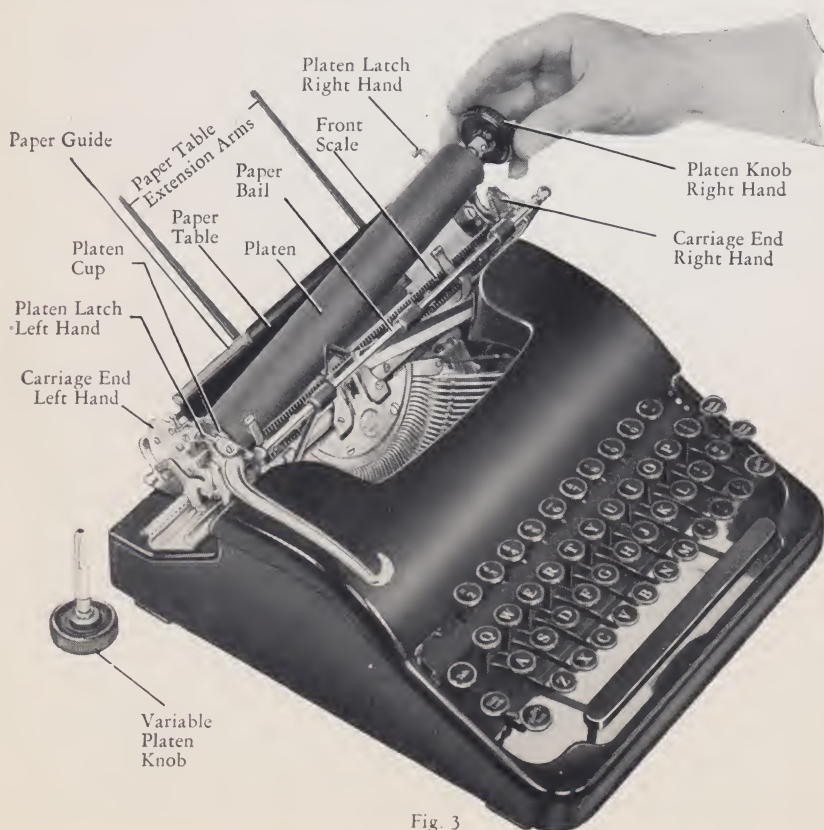


Fig. 3

Carriage End (Fig. 3) for leverage. Now lift up on the right hand Platen Knob, at the same time slightly turning the platen as it is raised out of the machine from the right hand side.

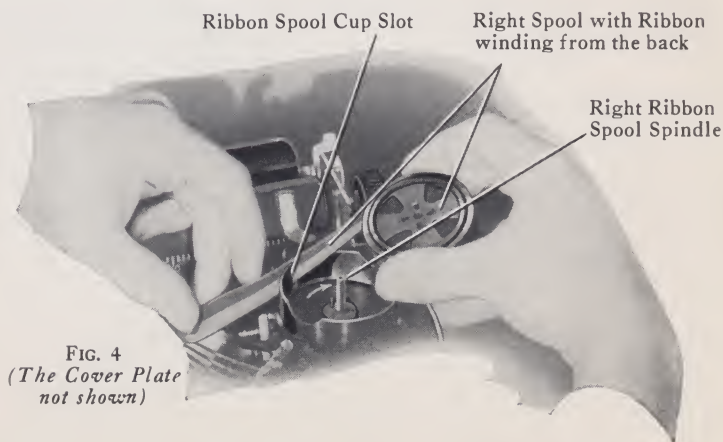
Replace the Platen from the right hand side as shown in Fig. 3. The left end should be inserted down into the machine first so that the metal cup in the left end will locate over the inner flange of the linespace wheel as the platen is slowly turned. The linespace wheel is the rather large-toothed wheel fastened on the inner surface of the left hand carriage end in Fig. 3. If the left end of the platen is properly located on the linespace wheel the right end will be easily seated down into the right hand carriage end where it belongs. When lowering the right end of the platen into position be sure it does not catch on the Paper Release Lever (See Fig. 2).

After locating the Platen in the machine pull the right hand Platen Latch way forward into latched position. Locate the left Platen Knob in the left Carriage End and push on the Knob, at the same time turning it until the left Platen Latch snaps way down into latched position. If the Platen is on "variable" push the left Platen Knob in farther. (See "Variable Linespacer" on Page 3.)

HOW TO CHANGE OR REPLACE THE RIBBON

Ribbons are sold ready wound on proper spools to fit.

First, MOVE THE CARRIAGE TO THE EXTREME LEFT and lift up on the front edge of the Cover Plate, swinging it up and back on the hinges to raised rest position as in Fig. 10, Page 11. To raise the Coverplate, grasp it at the center rear edge just above the type. If the Carriage is not moved to the extreme left before the Cover Plate is raised, the Plate might be marred on the Linespace Lever, Platen Knob or carriage end.



Before removing the ribbon note very carefully how it is threaded thru the Vibrator in Fig. 9, Page 10.

Tear the old ribbon in two and take off both Ribbon Spools by lifting them up. New ribbons are wound for the right hand side. Save one of the Spools for the left. The ribbon travels to and from the BACK of the Spools. Pull off the old ribbon from the spool that is to be used on the left.

Unwind some of the ribbon from the new Spool and insert the ribbon down into the Slot in the Ribbon Spool Cup, Fig. 4. Press the spool gently down over the Spindle, Fig. 4, on the right hand side with the ribbon feeding to the right. If necessary, slowly turn the Spool counter-clockwise, with slight downward pressure, until it is way down in proper position (top flange of spool about $\frac{1}{8}$ inch above the edge of the spool cup). Do not try to force spool down into position. Now take up the slack in the ribbon by winding the spool clockwise a few turns.

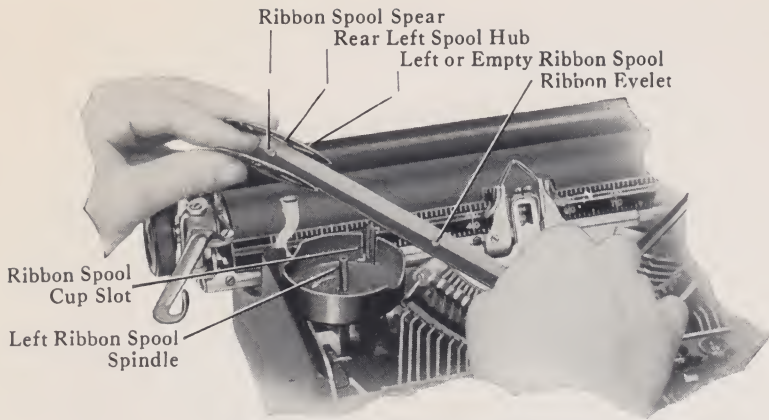


FIG. 5. (*The Cover Plate not shown*)

Holding the empty Spool in the left hand, tip the Spool toward you so that the back of the Hub is uppermost. Place the loose end of the ribbon on the Spool Hub over the "Spear" in the Hub. Hold the end of the ribbon tightly against the Spool Hub with the index finger of the left hand while pulling on the ribbon with the right hand until the Spool Hub Spear pierces the ribbon about $\frac{1}{2}$ inch from the end (See Fig. 5). Wind enough ribbon onto the empty Spool to cover the Eyelet in the ribbon (See Fig. 5). Insert the ribbon down into the Spool Cup Slot in the same manner as was done on the right. Press the left spool gently down over the spindle with the ribbon feeding to the left (if ribbon is not already feeding to the left, press forward on the Manual Reverse Lever) and then turn the spool slowly clockwise with slight downward pressure until it seats way down, (Top Flange of Spool about $\frac{1}{8}$ inch above top edge of Spool Cup). Take up slack in ribbon by turning the Spool counter-clockwise a few turns. Be sure that the ribbon is winding onto the BACK of the left spool, the red half of the ribbon is down and there are no twists or folds in the ribbon.

Thread the ribbon thru the Reverse Actuators, Fig. 6, on both the left and right hand sides, by sliding the upper edge of the ribbon into Slot A in Fig. 6, far enough to allow the lower edge of the ribbon to pass down into the lower portion of slot B in the Actuators.



FIG. 6
(*The Cover Plate not shown*)

Lock the shift in Capital position. Gripping the ribbon with the thumb and index fingers of both hands, place the ribbon behind the Vibrator as shown in Fig. 7.

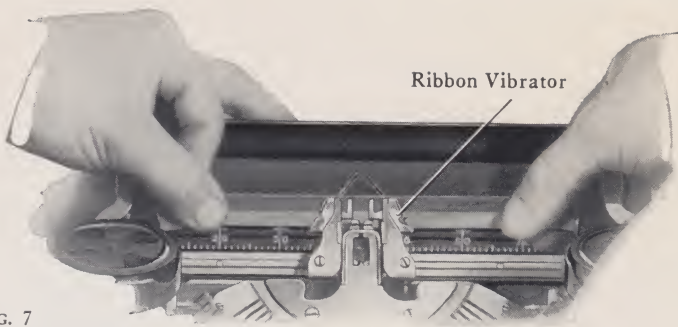


FIG. 7
(The Cover Plate not shown)

Crowd the lower or red edge of the ribbon down into the lower Loops "D" of the Vibrator as shown in Fig. 8, far enough to allow straightening out of the ribbon so that the upper edge passes up into the upper Vibrator Loops "E" as shown in Fig. 9.

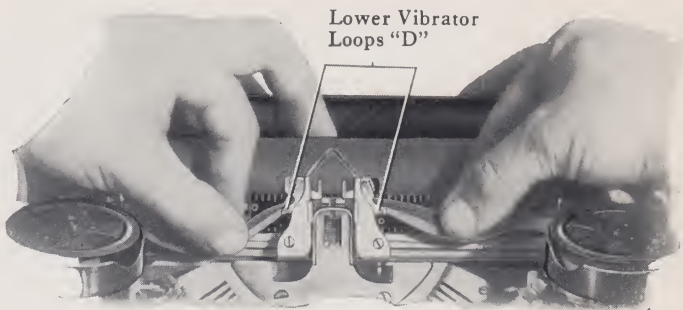


FIG. 8
(The Cover Plate not shown)

Pull the ribbon to the right and left to make sure that it is properly threaded thru the Vibrator without twists or creases, Fig. 9. During the changing of the ribbon, if it is desirable to have either spool turn freely, manipulate the Manual Ribbon Reverse Lever, by pulling it forward, so that the Ribbon Feed is set to the opposite spool (See Fig. 2, Page 5).

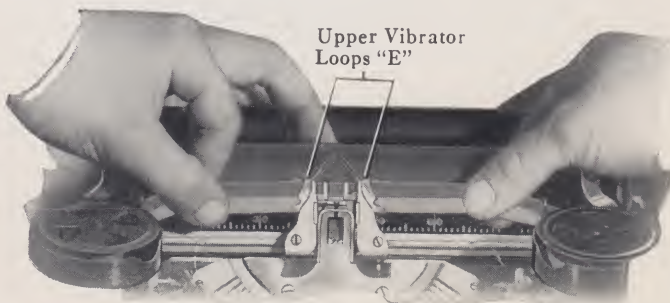
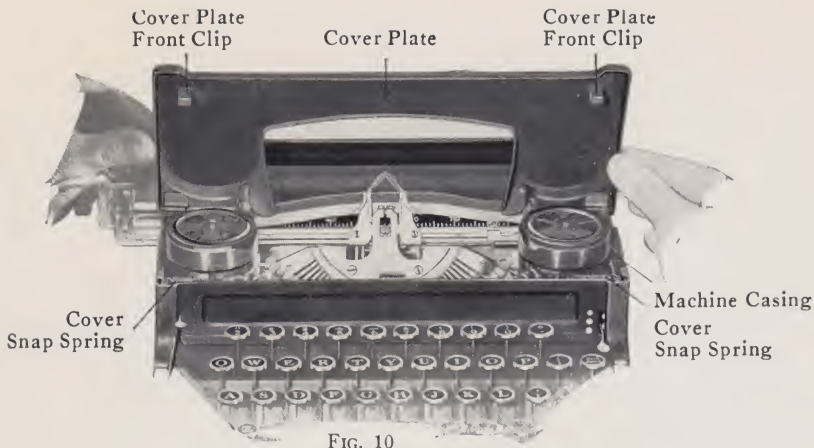


FIG. 9
(The Cover Plate not shown)

Close the Cover Plate by swinging it down onto the machine. Be sure that the Cover Plate is way down and that the Coverplate Latch Lug (see Fig. 10) has snapped over the Springbar (shown in Fig. 10).



REPLACING THE MACHINE IN THE CARRYING CASE

Lay the bottom part of the Carrying Case down with the lock toward you. Pick up the machine with the keyboard toward you. Holding the front part of the machine two or three inches higher than the back, set it down onto the Case Base, as shown in Fig. 1, Page 2, making sure that the cleat which sticks up from the Base near the back enters the rectangular opening in the rear part of the machine. Then push the machine toward the back of the base and press it down in front over the front Case Base Cleat, Fig. 1, until the front Cleat Latch snaps into latched position. Move the carriage to the extreme right and push down the Carriage Centering Lever, at the same time holding onto the right hand Platen Knob, See Fig. 2, so that the Carriage will travel slowly to the left as far as possible. This centers the Carriage.

Pull the Paper Release Lever (Fig. 2, Page 5) way forward to relieve tension on the rubber rollers.

If the Carrying Case Lid has been removed, simply hook the two sections (Lid and Base) of the Hinges together. Make sure that the Hinge Latches (See Fig. 1, Page 2) have been properly located down on the Pins of the Hinges to securely lock them.

The case should go together easily; if it does not, do not try to force it, but examine the machine to make sure that you have it properly centered over the Cleats, front and back, and that all four feet are touching the Base, and that you have centered the Carriage by pushing the Carriage Centering Lever back.

OILING

Too much and too frequent oiling tends to collect dust and does more harm than good. It is well to have your machine cleaned and oiled at least once a year by some competent service station. The manufacturers will be glad to furnish you with the name and address of the nearest competent service station in your locality.

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